



ONLINE

ENTREPRENEURSHIP TRAINERS ACADEMY 2020

ON-LINE TRAINING OF TRAINERS ON START AND IMPROVE YOUR BUSINESS

28 SEPTEMBER – 9 OCTOBER 2020

160 hours

Information Note

Description

The ILO Entrepreneurship Trainers Academy 2020 offers participants the possibility to become certified trainers in the ILO SIYB training packages.

This Online Academy combines intense training of trainers on both content- and methodological issues, and cannot be missed by any trainer working for a public or private institution striving to make a real difference in the lives of new or existing entrepreneurs.

It is based on the most recent versions of Generate Your Business Idea (GYB), Start Your Business (SYB) and Improve Your Business (IYB).

Target group

The ILO Entrepreneurship Trainers Academy welcomes:

- Trainers working for public or private institutions, BDS providers, microfinance institutions or as consultants;
- Established ILO certified trainers who want to upgrade their skills and/or become trainers in new training packages;
- Managers of enterprise development organizations or microfinance institutions, who wish to learn more about the training offered by the ILO for their programmes and projects.

Training packages

Trainers will be certified to train the following training packages:

Generate Your Business Idea (GYB) is intended for people who would like to start a business, and who, through the training, develop a concrete business idea ready for implementation.

Start Your Business (SYB) is for potential entrepreneurs who want to start a small business and already have a concrete business idea. The programme is a combination of training, field work and after-training support, and helps participants assess their readiness to start a business and to prepare a business plan and evaluate its viability.

Improve Your Business (IYB) introduces already practising entrepreneurs to good principles of business management. Its six modules (marketing, costing, buying and stock control, record keeping, planning for your business, and people and productivity) can be taught individually or all combined in a full course.

Structure

The Entrepreneurship Trainers Academy will consist of three distinct phases:

Preparatory phase

The preparatory learning phase will be offered on the ITC-ILO E-campus and involves around 20 hours of work in total. It can be done from any computer with internet access. Participants will familiarize themselves with basis nomenclatures and concepts, the content of the selected training package and related on-line training methodologies. Participants will be required to complete an on-line knowledge test at the end of the distance learning phase and prepare and send two video registrations of one training sessions on SYB and one training session on IYB.

On-line Training of Trainers

The preparatory phase is followed by two weeks on-line Training of Trainers on 28 September – 9 October, delivered by SIYB Master Trainers and ITCILO online training experts. This phase involved around 40 hours of work in total. Upon successful completion of the on-line Training of Trainers, the participants will receive a certificate of participation.

Post-TOT assignments

Participants who successfully completed the preparatory phase and the On-line Training of Trainers, will be required to themselves deliver two face to face SIYB training courses. Upon reception by the ITCILO of proof of successful course delivery in line with the required quality standards (video recording and course evaluation), participants will receive an SIYB trainers' certificate. The estimated time investment during this phase is 100 hours.

Languages

The Entrepreneurship Trainers Academy is offered in English and Spanish.

Applications and fees

Participants to apply in the Forum should fill their application not later than 7 September 2020 on this link: <https://oarf2.itcilo.org/STF/A9712903/en>. The Entrepreneurship Trainers Academy has a limited number of places available. Applicants will be enrolled based on their qualifications and a first come first serve basis.

The participation fee is 1,400 Euro.

Frequently Asked Questions

Where is the TOT Academy delivered ?

The SIYB e-campus is an electronic e-campus on which you will find the different SIYB manuals, self-guided learning modules, videos as well as the different assignments that entrepreneurs need to complete during training of entrepreneurs. The SIYB e-campus will be used as a platform for the preparatory phase and the online Training of Trainers. The SIYB e-campus is available in English, French, Spanish, Portuguese and Arabic.

How to gain a Trainer Certificate

In order to become a certified trainer, you will need to successfully complete the three phases of the Trainers Academy:

Distance learning phase	Pass an online test related to the key contents of the training packages
On-line Training of Trainers	Full participation in the Online Training of Trainers and successful completion of two microteaching sessions
Post-TOT assignment	Evidence of organizing, designing and facilitating two SIYB training courses with real participants

When the training process is completed, your Master Trainer will enter your completion data in the SIYB Gateway, an ILO web-based monitoring tool for SYIB, that generates the official certificate. The certificate is renewed every three years if the trainer has actively conducted training during that period.

How are the Online TOT sessions delivered?

The On-line TOT sessions are delivered through Zoom, and making use of a wide range of on-line training tools for audience engagement, group work and co-creation. There is no need to download any software on your computer in order to follow the Online TOT, but participation through a desktop, rather than a smartphone, is highly recommended. All zoom sessions will be registered and shared with participants upon request.

Can I skip some of the sessions?

Participation in all sessions of the Online TOT is obligatory. Exceptions can be granted based on prior notification, in which case you will be given the link to the video registration.

How to prepare for the micro-teaching?

During the Online Training of Trainers, you will be required to send in video registrations of two short training sessions on two different parts of the SIYB curriculum. Participants will be assigned to break-out groups that, together with your SIYB Master Trainer, will provide peer to peer feedback on the content and methodological aspects of your two deliveries.

For the two short training sessions that you will deliver (and register on video) for the micro-teaching sessions, it is not necessary to have entrepreneurs as participants. You can deliver these two short sessions to your friends, family members or colleagues. The video registrations should clearly show how you deliver the content and manage your participants. The minimum number of participants is 5 persons.

How to prepare for the post TOT assignments?

After the Online Training of Trainers, you will be required to facilitate two real face to face SIYB training courses to entrepreneurs. These course deliveries can be in your own language. For each delivery, you will be required to submit the training agenda, the list of participants, the training evaluation and two video recordings of approximately 15 minutes each.

Can I do my post TOT training deliveries on-line?

The two SIYB training deliveries need to be completed in face to face modality.

What is the deadline for the post TOT assignments?

The deadline for the post TOT assignments (evidence of successful completion of two SIYB deliveries) is 31 December 2020.

Where can I find more information on the Start and Improve Your Business Programme?

For more information on the Start and Improve Your Business Programme, go to this website: <https://www.ilo.org/empent/areas/start-and-improve-your-business/lang--en/index.htm>

Preliminary Timetable Online Training of Trainers

TIME (CET)	28 Sep 2020	29 Sep 2020	30 Sep 2020	1 Oct 2020	2 Oct 2020
11:00–12:30	On-boarding on the SIYB e-campus Start and Improve Your Business Programme Overview	The SIYB Training Cycle SIYB model delivery session 1	Effective on-line training techniques	Gender equality in Entrepreneurship Training	Micro-Teaching sessions SYB
12:30 -14:00	Break	Break	Break	Break	Break
14:00–15:15	Agenda and certification process Microteaching methodology	Effective face-to-face training techniques Entrepreneurship Games	Micro-Teaching sessions GYB	Micro-Teaching sessions SYB	

TIME (CET)	05 Oct 2020	06 Oct 2020	07 Oct 2020	08 Oct 2020	09 Oct 2020
11:00–12:30	Evaluating SYB business plans	Micro-Teaching sessions IYB	Organising and conducting SIYB Training of Entrepreneurs	SIYB model delivery 2	Action Planning Next steps Evaluation and Closure
12:30 -14:00	Break	Break	Break	Break	Break
14:00–15:15	Micro-Teaching sessions IYB	Micro-Teaching sessions IYB	Micro-Teaching sessions IYB	Micro-Teaching sessions IYB	

Legend:		Plenary sessions		Break-out sessions		Break
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